MEMORANDUM TO:
OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Elementary and Secondary School Principals/
Officers-In-Charge
Elementary and Secondary School Custodians
Public Schools

PHYSICAL INVENTORY COUNT OF SUPPLIES
AT THE DIVISION OFFICE AND SCHOOLS

1. The schedule of actual physical count of supplies and the inventory teams assigned to conduct the actual counting are as follows:
   **Division Office is on June 27, 2019 at starting at 9:00 am onwards**
   - **Team I**
     - Leader: TIMOTEO R. PAÑO
     - Member: ALLEN A. MARIN
   - **Team II**
     - Leader: GRACE DELA ROSA
     - Member: WINNIE DOMINGO

   **Secondary and Elementary schools is on June 28, July 1-5, 2019**
   - **Team I**
     - School’s Inventory Committee
   - **Team II**
     - Timoteo R. Paño/Allen Marin

2. The inventory count shall be supervised by the Inventory Committee whose members are the following:
   **For the Division Office**
   - Chairman: Jovita Consorcia F. Mani
   - Vice Chairman: Ivy R. Ruallo
   - Member/s: Reinan Ignacio
   - COA Representative: Elizabeth F. Sarmiento

   **For School**
   - Elizabeth Sarmiento, COA Representative
   - Claro L. Capco
   - Anna Marie Exequiel
   - Jay Alvin Cabututan

3. The Division service vehicle SJS 371 shall be used by the Inventory Team for the whole duration of Physical Checking.
4. Attached are the inventory instructions and schedule for your information and guidance.
5. All Elementary and Secondary Schools shall submit the report of their actual count to the Supply Unit for submission to Accounting Unit & COA after the said inventory taking.
6. Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECÁMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
Physical Inventory Count of Supplies

Inventory Instruction

I. Supply/Property Unit (Division Office/School)
   1. Arrange the supply in orderly manner
   2. Label all the inventory items
   3. No movement of inventory while inventory is ongoing
   4. Prepare then inventory count sheet

II. Inventory Count Team
   1. Get the cut-off of the last inspection and acceptance report issued, report of supplies
      and materials issued and other similar, documents on acceptance and issuance of
      supplies.
   2. Each inventory team should conduct an independent count.

III. Inventory Committee
   1. Compare the actual count of Team I and Team II.
   2. If both counts tally, the count stops.
   3. If the two counts do not tally, inventory committee should undertake a recount until
      two counts tally.

IV. Summary of the actual count should be submitted to Supply Unit for consolidated
    submission to Accounting Unit & COA for inventory comparison and eventual recording
    in the accounting books.

Below is the routine schedule of the Physical Checking:

<table>
<thead>
<tr>
<th>Date</th>
<th>June 28</th>
<th>July 1</th>
<th>July 2</th>
<th>July 3</th>
<th>July 4</th>
</tr>
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<tbody>
<tr>
<td>9:00 am</td>
<td>SEHS</td>
<td>IVES</td>
<td>MALES</td>
<td>CISLES</td>
<td>CISHS</td>
</tr>
<tr>
<td>10:00 am</td>
<td>11:00 am</td>
<td>SRNHS</td>
<td>NES</td>
<td>SNNHS</td>
<td>HBES</td>
</tr>
<tr>
<td>11:00 am</td>
<td>MALNHS</td>
<td>SRES</td>
<td>SMES</td>
<td>BES</td>
<td>PES</td>
</tr>
<tr>
<td>12:00 noon</td>
<td></td>
<td></td>
<td></td>
<td>BNHS</td>
<td></td>
</tr>
<tr>
<td>1:00 pm</td>
<td>PHS</td>
<td>KES</td>
<td>SNNHS</td>
<td>THS</td>
<td>FES</td>
</tr>
<tr>
<td>2:00 pm</td>
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</tr>
<tr>
<td>2:00 pm</td>
<td>MHS</td>
<td>KNHS</td>
<td>SNES</td>
<td>LVES</td>
<td>MHHS</td>
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<tr>
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<td></td>
<td>KMES</td>
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<tr>
<td>4:00 pm</td>
<td></td>
<td>MSHS</td>
<td>MES</td>
<td>JDPNHS</td>
<td>SSES</td>
</tr>
</tbody>
</table>

Prepared by:

ANNA MARIE P. EXEQUIEL
Admin Office IV, Supply Unit

Recommended Approval:

CLARO L. CAPCO
Administrative Officer V

Approved by:

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge